

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha, District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 380-1-4

CEMRO-SE


Memorandum  
No. 380-1-4

13 April 1992

Security  
SECURITY REQUIREMENTS FOR VISITS OUTSIDE CONTINENTAL UNITED STATES

1. Purpose. This memorandum provides policy governing official temporary duty (TDY) travel outside the Continental United States (OCONUS) and prescribes procedures for obtaining travel clearance and approval to visit OCONUS.
2. Applicability. This memorandum is applicable to all elements of the Omaha District.
3. Reference. AR 381-12.
4. Policy. Visits will be held to an absolute minimum and made only when their purpose cannot be satisfied by other means. They will be arranged with a minimum requirement on equipment, facilities, time, and services of installations and personnel being visited. To the maximum extent practicable, trips, to the same general area and in the same general period will be consolidated. Division chiefs will review all visit requests to establish need for the trips giving particular attention to limiting the number of personnel involved, keeping the duration of the stay to the minimum, combining trips, and using one trip for multiple purposes. Consideration must be given toward eliminating those visits justified solely on basis of orientation or indoctrination, and consolidating or eliminating study groups that appear to be redundant or of questionable value.
5. Procedures. To ensure that proper coordination is accomplished with all concerned agencies, requests for approval of travel to overseas areas, including Alaska, Canada, Hawaii, and Mexico, will be initiated by notifying the Logistics Management Office, Transportation (CEMRO-LM-S), 60 days in advance of travel. If this is not possible, exceptions will be considered on a case by case basis. The travel requesting office will complete DA Form 2374-R (Notification of Foreign Visit) and ENG Form 4960-R (Request for Approval of Foreign Travel), and submit both forms with travel orders to CEMRO-LM-S for processing to HQUSACE, ATTN: CELD-TT. Transportation will notify Security and Law Enforcement (CEMRO-SE) of the proposed travel. CEMRO-SE will provide the travel briefing in accordance with AR 381-12, and ensure the traveler is aware of any specific terrorist threats in the area to be visited.

FOR THE COMMANDER:

  
DONALD E. NEEDHAM  
LTC, Corps of Engineers  
Deputy Commander

DISTRIBUTION:

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This memorandum supersedes Memorandum 380-1-4, dated 1 December 1988.